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AGENDA (Amended)

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT

7 October 1974

1330 hours
607 Conference Room

1. Review of agenda for 7 October 1974
2. Review of minutes for 9 September 1974
3. Report from Chief, Support Branch/PMS/ORD
4. Report from the Chairman, CSP/ORD
5. ORD/CSP Charter
- 25X1A9A 6. Report from CSP EEO Subpanel
[redacted]
- 25X1A9A 7. Training Request -
[redacted] DPR/ORD
Rochester Inst. of Technology
"The Photographic Process as a
Scientific Instrument"
11/11/74 - 11/15/74
8. New business
 - a. CSP Progress Goals for FY 75
 - b. GS-14 vacancy in PAS/ORD
 - c. Promotion of GS-14's to GS-15's
 - d. Training Requests

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
9 September 1974

Attendees

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[redacted] Chairman
, C/CDAM/ORD
(Left the meeting at 3:30 P.M.)

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[redacted] OT/ORD
[redacted] C/DPR/ORD
[redacted] C/TCR/ORD
[redacted] AC/PAS/ORD
[redacted] C/LSR/ORD
[redacted] TCR/ORD

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[redacted] C/OT/ORD
[redacted] Executive Secretary
[redacted] Recording Secretary

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The Chairman called the meeting to order at 1340 hours.
There were no changes or additions to the Agenda for
9 September 1974.

SUMMARY

1. MINUTES - 15 JULY 1974
Approved and accepted by the Panel as written
2. REPORT FROM CHIEF, SUPPORT STAFF/PMS/ORD
See copy attached.

3. REPORT FROM THE CHAIRMAN, CSP/ORD

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a. The Chairman stated that the results to the reclama
made by ORD to protect the GS-15 positions downgraded in
[redacted] report to the Position Management and
Compensation Division would be made available to the
Division Chiefs upon receipt of Form 261, Staffing Complement
Change Authorization. Discussion and review of the
Position Control Register for ORD, and the results of
Form 261, would be held with the Division Chiefs in order
to explain how the changes affect their staffing complements.

b. The Chairman reported on the Special Panel meetings
held on 1 August 1974 and 5 September 1974:

(1) ORD has secretarial vacancies in
Programs Staff/PMS/ORD and LSR/ORD. The secretarial
25X1A9A vacancy in Contracts Staff/PMS/ORD has been filled
by [redacted], Secretary Steno, GS-07 from
SPS/DD/S&T.

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CORRECTED SHEET

SUMMARY (Cont'd)

10 October 1974

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3. REPORT FROM THE CHAIRMAN, CSP/ORD (Cont'd)

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(2) Promotion recommendation for [] Contracts Staff/PMS/ORD, and for [] DPR/ORD, from GS-05 to GS-06 were considered and approved by the Special Panel, D/ORD, and Personnel. The secretaries have received their promotions.

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(3) Promotion recommendation for [] Clerk Typist, CDAM/ORD, from GS-03 to GS-04 was approved to become effective in October 1974 when the minimum time in grade requirement has been met. [] stated that if [] wished to waive this requirement, a memorandum would be required. [] decided not to waive the minimum time in grade requirement.

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(4) The ORD secretaries have been shown a film, "Twelve Like You," concerned with motivation and training.

4. PROMOTION RECOMMENDATIONS

25X1A9A

a. [] Phys. Scientist-Res., CDAM/ORD from GS-12 to GS-13.

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(1) Discussion on [] promotion recommendation raised the following points:
a) the recommendation was submitted out of sequence based upon previous CSP deliberations,
b) [] motivation re training and work assignments, and c) procedures to follow on future submissions of promotion recommendations out-of-schedule.

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(2) [] questioned [] as to why [] has not continued her studies for a Ph.D. He also noted that [] did not want to attend the Foreign Service Economic/Commercial Studies course starting January 1975 when she was given an opportunity to do so. [] replied that a) [] would have to return to school for a year in order to obtain her Ph.D, and she doesn't feel she is able to do this at the present time; and b) [] felt she could obtain the same kind of training as offered by the FSI course by attending a local university and taking courses for shorter periods of time. [] told the Panel that [] might lack some motivation on training, but there was no lack of motivation in regard to her work.

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SUMMARY (Cont'd)

4.a. PROMOTION RECOMMENDATIONS (Cont'd)

25X1A9A (3) [] moved to recommend approval
to the D/ORD on the promotion recommendation for
25X1A9A [] from GS-12 to GS-13. []
25X1A9A seconded the motion. Five members approved the
25X1A9A motion. [] opposed the motion because he
felt there was not sufficient information as to
25X1A9A [] accomplishments in the promotion
recommendation to make a judgment on her
qualifications to receive a promotion. Motion
carried.

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25X1A9A b. [] Phys. Scientist-Res.,
OT/ORD from GS-11 to GS-12.

25X1A9A (1) [] moved to recommend approval to
the D/ORD on the promotion recommendation for
25X1A9A [] from GS-11 to GS-12. []
seconded the motion. The Panel concurred.

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5. PROMOTION RECOMMENDATIONS SUBMITTED OUT OF SEQUENCE
AS INDICATED ON ORD PROMOTION SCHEDULE

25X1A9A

a. [] moved that in the future when a
Division Chief is planning to make a promotion recommendation
out of sequence as requested on the ORD promotion schedule,
he should "flag" this action one month prior to the
25X1A9A submission of the promotion recommendation request.
[] seconded the motion. The Panel concurred.

6. QSI RECOMMENDATIONS

25X1A9A

25X1A9A a. [] Secretary Steno, GS-07, LSR/ORD
b. [] Secretary Steno, GS-06, CDAM/ORD
c. [] Phys. Scien-Res., GS-14, CDAM/ORD

(Division Chiefs were asked to prepare the
proper paperwork.)

7. REPORT FROM SUBPANEL ON ORD/CSP CHARTER

See report attached for questions addressed and
reasons why the committee members agreed that the Charter
should be changed.

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SUMMARY (Cont'd)

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8. ORD/CSP CHARTER - REVISIONS

a. 2.a.(2) and (3) ORGANIZATION to 2.a.(2) ORGANIZATION

25X1A9A [] moved to add the following:

(2) Permanent Members

(a) Chairman

Deputy Director/ORD

(b) Division Chiefs

(c) One representative of the Support,

25X1A9A Administrative and Clerical Staffs.

[] seconded the motion. The Panel concurred.

b. 2.a.(4) ORGANIZATION to 2.a.(3) ORGANIZATION

25X1A9A [] moved to change 2.a.(4) from
"Such other voting and non-voting members
as appointed by the D/ORD to serve on a
nonpermanent basis. For promotion actions,
no more than one vote per division will be
allowed."

to 2.a. (3)

25X1A9A "Such other voting and nonvoting members as
appointed by the D/ORD to serve on a nonpermanent
basis. For promotion and rating actions, only
the Chairman and permanent members shall vote.
[] seconded the motion. The Panel
concurred.

25X1A9A NOTE: When you review the Charter, you will
see that the last sentence of the above motion
was reworded by [] to read: "For
assignment, advancement and retention actions,
only the Chairman and permanent members shall
vote." Also, the wording contained in the
motion made on 4.c.FUNCTIONS to be included
25X1A9A in 4.c.FUNCTIONS was moved to 2.a.(3) by
[] for the purpose of clarity and
continuity. THESE TWO MOTIONS WILL BE A
SUBJECT FOR REVIEW AT THE NEXT CSP MEETING.

25X1A9A c. 2.b. ORGANIZATION

[] moved to change 2.b. from
"A simple majority of the permanent members
will constitute a quorum."

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SUMMARY (Cont'd)

"A simple majority plus one of the permanent members shall constitute a quorum."

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[] seconded the motion. The Panel concurred.

d. 2.c. ORGANIZATION

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[] moved to change 2.c. from
"The minutes of the CSP meetings will
be recorded and distributed "EYES ONLY"
to CSP permanent members. A summary..."

to

"The minutes of the CSP meetings will
be recorded and distributed "EYES ONLY"
to CSP members. A summary..."

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[] seconded the motion. The Panel
concurred.

e. 4.c. FUNCTIONS

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[] moved to change 4.c. from
"The ORD Career Service Panel will review
and make recommendations to the D/ORD
in the following areas. (Passage of any
action will require approval of the
majority of the voting members of the
Panel. All recommendations will be a
matter of consensus by vote. Voting will
be by a show of hands, or by proxy in
writing that has been submitted to the
Chairman, CSP/ORD, prior to the meeting.)"

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(NOTE: When you review the Charter
you will see that the remarks above
in parenthesis have been moved to
2.a.(3) for the purpose of clarity
by [] THIS MOTION WILL BE A
SUBJECT FOR REVIEW AT THE NEXT MEETING.)

THUS 4.C. WILL READ

"The ORD Career Service Panel will review
and make recommendations to the D/ORD in
the following areas:

9. REVISED ORD/CSP CHARTER - DRAFT

The CSP members agreed to review the draft of the
revised CSP Charter at the next meeting.

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SUMMARY (Cont'd)

[REDACTED]

10. "A" "B" and "C" CATEGORIES (Personnel Ranking Lists)

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a. [REDACTED] expressed the concern of the Charter Subpanel on not receiving a definition for "A," "B," and "C" categories, particularly a definition of the top, middle and bottom levels of the "B" category.

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b. The CSP reviewed the informal document sent to [REDACTED] from DD/S&T on the subject categories as used by the DD/S&T Career Board which does not clearly define the "B" category. (See copy attached)

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c. [REDACTED] stated he would prepare a memorandum to the DD/S&T stating that ORD would like to receive a clearly defined definition of the subject categories used by the DD/S&T Board in order that ORD/CSP might

25X1A9A use these definitions in the ORD/CSP procedures.

[REDACTED] stated he would submit a draft to all CSP members for review before submission to the DD/S&T.

11. REPORT FROM CSP EEO SUBPANEL

Tabled until the CSP meeting in October.

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12. TRAINING

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a. [REDACTED] moved to recommend to the D/ORD that [REDACTED] GS-13, DPR/ORD be nominated for the Midcareer Course #44, scheduled for 17 November - 20 December 1974. [REDACTED] seconded the motion. The Panel concurred.

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b. [REDACTED] moved to recommend to the D/ORD that [REDACTED] attend the Advanced Intelligence Seminar scheduled for 4 - 20 December 1974. [REDACTED] seconded the motion. The Panel concurred.

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c. [REDACTED] moved to recommend to the D/ORD that [REDACTED] GS-13, CDAM/ORD be approved to attend the Decision Analysis Seminar, [REDACTED]

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[REDACTED] from 13 - 18 October 1974. [REDACTED] seconded the motion. Three members were in favor, three members opposed, and one abstained. The members who opposed the motion felt there was lack of justification for the fee of \$1585, which was required. The members stated they would entertain changing their vote if [REDACTED] would send them a memorandum describing his rationale for this action. The Chairman declared the motion lost.

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SUMMARY (Cont'd)

13. COMPETITIVE EVALUATION

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a. [] stated that [] calls for a comparative and competitive evaluation system in all Directorates. He explained that a comparative evaluation compares and ranks and employee with his peers, and a competitive evaluation deals with an employee's promotability.

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b. The Panel discussed recommendations from CSP members on the Competitive Evaluation system, and the following points were covered: a) disparity in ranking by CSP members, b) inconsistencies in final ranking as it concerns each Division Chief, and c) how to use the "A," "B," and "C" categories.

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c. [] moved to delay the Competitive Evaluation of GS-14's until the ORD/CSP receives a definite reading from DD/S&T on the "A," "B," and

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"C" categories. [] seconded the motion. Six members voted in favor of the motion; one member opposed the motion. Motion carried.

ADJOURNMENT

1705 hours

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4 October 1974
Date

[]
Executive Secretary
Career Service Panel/ORD

Attachments:

1. Report from C/SB/PMS/ORD
2. SUBPANEL Special Report
3. "A," "B," and "C" Ratings
4. Actions To Be Taken

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[]
Chairman, Career Service Panel/ORD

7 Oct 1974
Date

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